

## DEPARTMENT OF ENVIRONMENTAL AFFAIRS

## OTHER POSTS

**POST 43/07** : **CONTROL ENVIRONMENTAL OFFICER GRADE A: EMI CAPACITY DEVELOPMENT REF NO: LACE02/2018**

**SALARY CENTRE REQUIREMENTS** : R468 513 per annum (Total package of R639 600 per annum/ condition apply)  
: Pretoria  
: An appropriate degree in Natural or Environmental Sciences or equivalent qualification. Knowledge and experience in the design, development, implementation, presentation, monitoring and evaluation of compliance and enforcement capacity-building programmes. Sound knowledge of the legislative framework related to the Environmental Management Inspectorate (EMI) in South Africa. Practical environmental compliance and enforcement experience will be an added advantage. Ability to interact with and provide assistance to a wide range of stakeholders as well as an understanding of intergovernmental relations and co-operative governance. Ability to gather, analyse and apply information in a multi-disciplinary environment. Excellent written and verbal communication skills, particularly the ability to transfer compliance and enforcement skills to EMIs. Strategic, problem-solving and negotiation skills. Administrative and logistical skills, including project management, government procurement, budgetary monitoring and events management. Customer focus and responsiveness. Be willing to travel and in possession of a valid driver's license. Ability to work independently, and as part of a team. Computer literacy.

**DUTIES** : To plan, implement, facilitate and participate in the national environmental compliance and enforcement (both basic and specialized) capacity-building programmes for key role-players, including national, provincial and municipal EMIs, prosecutors and other compliance and enforcement role-players. Provide capacity development support to operational projects of national, provincial and municipal EMIs and other compliance and enforcement role-players. Liaise and collaborate with international / domestic environmental authorities as well as tertiary education institutions, NGOs and other relevant stakeholders on compliance and enforcement capacity-development initiatives. Initiate and monitor the procurement of external goods and services (including venues, presenters, equipment etc.) required to support the delivery of environmental compliance and enforcement capacity development and operational initiatives. Development of EMI Compliance and Enforcement training curriculum, including eLearning content / modules.

**ENQUIRIES APPLICATIONS** : Mr J du Toit Tel No: 012 399 8858  
: Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

**FOR ATTENTION NOTE** : Ms Kate Selemela  
: Application must be submitted on a signed and dated Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizen Status; Credit worthiness; Previous employment (reference checks); and Qualification verification. The persons appointed to this position will be subjected to a security clearance. The Department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three (3) months after the closing date of the advertisement, please accept that your application was unsuccessful.

**CLOSING DATE** : 12 November 2018

**POST 43/08** : **ASSISTANT DIRECTOR: NRM AREA PROGRAMMES (AREA MANAGER)**

**SALARY CENTRE** : R444 693 per annum (Total Package R610 699 per annum / conditions apply)  
: Free State Ref No: EP9001/2018 (X1 Post)

- Mpumalanga Ref No: EP9002/2018 (X2 Posts)  
Gauteng Ref No: EP9003/2018 (X1 Post)
- REQUIREMENTS** : A three year Bachelor Degree/National Diploma in Natural Science / Environmental Management. 3-5 years' experience in Natural Resource Management or relevant field. Knowledge of administrative procedures; financial management; project management and programme management; personnel management; sound organizing and planning skills and Good communication skills. Compiling reports, listening and writing skills. Excellent communication skills (verbal and written). Proven experience at supervisory and contract management level. Computer literacy. Problem solving and conflict management. Valid drivers' licence as well as above average numerical literacy.
- DUTIES** : Provide project planning and implementation support for NRM projects at area level for hectares of land treated of invasive alien plants, bush encroachment and other approved integrated ecosystem restoration activities. Provide support for implementation of approved social development and training interventions at the area level. Prevention of further spread and Potential invasions of land by Invasive Alien Plants (IAP) and Bush encroachment. Introduce carbon sequestration initiative where necessary in the region. Ensure effective financial management. Provide inputs into the allocation of budget for all projects in the area. Monitor and report all project expenditure as per approved budget and cash-flow. Ensure accountability by all staff through reporting of project progress and keeping record of evidence for all indicators. Provide effective Advocacy and Liaison through Engaging with other government departments, different spheres of government, State Owned Entities and other Stakeholders to foster cooperative governance. Engage with other stakeholder in developing and adjusting Business Plan for all projects in the area. Ensure effective monitoring and evaluation of Natural Resources Management (NRM) Projects in the area. Examine projects and ensure compliance with relevant legislative framework. Ensure achievement of planned vs. actual deliverables and adherence to Finance and Supply Chain Management requirements. Ensure compliance to all applicable norms and standards as well as compliance to EPWP reporting requirements and transformation targets.
- ENQUIRIES** : Ms M Moyo (Free State) Tel No: 051 430 4837  
Mr B Mashabane (Mpumalanga) Tel No: 013 753 2835  
Ms L Mabuza (Gauteng) Tel No: 012 399 9632
- APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town
- FOR ATTENTION NOTE** : Human Resources Management  
Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest.
- CLOSING DATE** : 12 November 2018
- POST 43/09** : **SENIOR DATABASE CLERK REF NO: EP9003/2018**
- SALARY CENTRE REQUIREMENTS** : R196 407 per annum (Total package of R309 445 per annum conditions apply)  
KZN  
National Senior Certificate (Grade 12) with relevant Data Capturing experience. Proven above average proficiency in MS Office and Windows. Advanced Computer Skills and good numeracy Skills. Systematic and meticulous approach to Data Capturing. An ability to work under pressure and meet deadlines. Ability to work under minimal supervision, Use own initiative and perform multiple tasks. Willingness to develop a comprehensive understanding and knowledge of field operations. Good communication (written and verbal) and interpersonal skills. Knowledge of WIMS will be added advantage.
- DUTIES** : Provide support to the Control GIS Technician by capturing all non-spatial data for projects managed by the Natural Resource Management Programmes (NRM) regional

offices. Regularly maintain and update non-spatial Database. Verification of Data for consistency, completeness and accuracy. Proactively identify discrepancies in documents. Electronic and hard copy filing of relevant documentation and records systematically. General administrative support functions.

**ENQUIRIES** : Mr R Brudvig Tel No: 033 330 6197  
**APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town  
**FOR ATTENTION** : Human Resources Management  
**NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest.

**CLOSING DATE** : 12 November 2018

**POST 43/10** : **SENIOR ACCOUNTING CLERK: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: CFO05/2018**

**SALARY** : R196 407per annum (all inclusive total package of R309 445)  
**CENTRE** : Cape Town  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 certificate with 1-2 years relevant experience in Financial Management/Accounting. A National Diploma/Bachelor's degree in Finance/Accounting (Accounting as a major) or equivalent qualification in an appropriate field related to this role; will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations and transversal accounting systems [Basic Accounting Systems (BAS), LOGIS and PERSAL (Salary system)]. Ability to apply policies, strategies and legislation. Proven above average proficiency in computer literacy. Ability to work under pressure and meet deadlines with difficult clients. Ability to work long hours and with limited supervision. Time management, numeracy, analytical, organising, coordinating and planning skills. Sound analytical and problem identification and solving skills. Good communication skills (verbal and written).

**DUTIES** : The successful candidate will be responsible for the following main objectives: Check that documents presented for payments are valid, accurate, complete and authorised by the delegated authority to ensure that the payment is ready for capturing. Capture payments/ claims on transversal accounting systems (BAS, LOGIS and/or PERSAL). Prepare payment documents/claims for filing. Maintain entity banking details. Respond to payment/ claims and entity queries. Assist internal and external stakeholders with payment and other financial related queries. Ensure compliance with the PFMA, financial policies, prescripts and internal policies.

**ENQUIRIES** : Mr N Essack Tel No: (021) 814 8302  
**APPLICATIONS** : Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town  
**FOR ATTENTION** : Human Resources Management  
**NOTE** : Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. The persons appointed to this position will be subjected to a security clearance. The department reserves the right not to make an appointment. No faxed, e-mailed and late applications will be considered. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. For more information regarding the requirements and duties in respect of each position, please visit our website at [www.environment.gov.za](http://www.environment.gov.za). Click on vacancies and ensure you follow the correct link to the position of interest.

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